COURSE APPROVAL PROGRAM APPLICATION FOR INITIAL COURSE APPROVAL RENEWAL

INSTRUCTIONS: This application form must be used by the course owner applying for approval of a course through the National Clearinghouse. A SEPARATE APPLICATION FORM MUST BE FILED FOR EACH COURSE SUBMITTED FOR APPROVAL. All items on the form must be completed (enter "N/A" for any item than is not applicable) and all required attachments must be submitted with the application including the application fee. **Fee - \$100.00 for pre-licensing course - \$50.00 continuing education course.**

l.	Name of Applicant	
2.	Mailing Address	
3.	Contact Person	Phone
1.	Fax	_ Website
5 .	Name of Administrator	Phone
3.		
).	Course Title & Number	
7.	Number of Classroom Hours	Number of Exam Hours
3.	Course Category: □Qualifying Education □License □Certific	n □Continuing Education □ Both ed Residential □Certified General
9.	Instructor(s)	
10.	Method of presentation:□ Traditional Cl	assroom □Correspondence □Internet □ Remote TV □ Computer Course
11.	Ownership of Course Materials: Yes	
12.	Required Attachments:	
	Qualifying Education	Continuing Education
	Course Materials:	Course Materials:
	v Course Description	v Course Description
	v Course Outline	v Course Outline
	v Learning Objectives	v Learning Objectives s v Instructional Material for Students
	(Textbooks, Notebooks, etc.)	
		(Textbooks, Notebooks, etc.)
	vMaterials for Instructor Use (Overheads, etc.)	(Overheads, etc.)
	v Topic Matrix	(Overneads, etc.)
	v Sample of Final Examination and A	newar Kay
	Policies Covering:	
	vCourse Prerequisites	v Instructor Qualifications
	vInstructor Qualifications	v Attendance
	v Attendance	v Cancellations & Refund
	v Cancellations & Refund	veancemations a nerana
	¤ Miscellaneous:	¤ Miscellaneous:
	vCourse Tuition/Fees	vCourse Schedule
	v Course Schedule	vCourse Tuition/Fees
	vInstructor's Resume/Bio	vInstructor's Resume/Bio
	v Copy of Certificate	v Copy of Certificate
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TOPIC MATRIX (Qualifying Education Only)

TOPIC	HOURS	MATERIAL CROSS-REF	EXAM CROSS-REF
Section 1. Basic Appraisal Principles & Practices (including Residential Appraisal Principles & Practices)		CROSS-REI	CROSS-REF
and Applied Residential Appraisal/Case Studies			
Basic Concepts of Value - Type & Influencing Forces/			
Factors			
Economic Principles of Value			
Legal considerations of Real Estate Market			
Characteristics of Real Estate Markets/Residential Market Analysis			
Money & Capital Markets & Real Estate Financing			
Overview of the Valuation Process			
Neighborhood/Area Analysis			
Collecting Property Data/Property Description			
Basic Building Construction, Design and Function			
Basic Statistical Concepts Used in Appraising			
Highest & Best Use Analysis			
Site Valuation			
Sales Comparison Approach			
Data Collection & Selection of Comparable			
Units/Elements of Comparison			
Adjustment Process & Reconciliation			
Application/Practice Problems (if covered separately)			
Cost Approach			
Estimating Cost New			
Estimating Accrued Depreciation			
Application/Practice Problem (if covered separately)			
Income Approach			
Introduction of Concept of Income Capitalization			
Estimating Gross Income, Expenses & NOI			
Gross Rent Multiplier Analysis			
Direct Capitalization (with market-extract overall rate			
Application/Practice Problem (if covered separately)			
Reconciliation Process			
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ТОРІС	HOURS	MATERIAL CROSS-REF	EXAM CROSS-REF
Valuation of Partial Interests			
Applied Residential Valuation/Residential Case Study			
URAR Form Preparation			
Narrative Residential Appraisal Report Preparation			
Other (Specify Topic)			
Uniform Standards			
Soils			
Unit Exams			
EXAMINATION (ENTER HOURS ALLOTTED ONLY)			
TOTAL CLASSROOM HOURS			
///////////////////////////////////////	//////	1111111111111	11111111111
Section 2. Income Property Appraisal Principles & Methodology and Applied Income Property Appraisal/Income Property Appraisal Case Studies			
The Valuation Process (Review)			
Market Analysis (for income properties)			
Introduction to Various Basic Concept/Terminology			
Compound Interest & Discount Factors (Concepts & Application)			
Estimating Gross Income, Expense & NOI (including Operating Statement Analysis)			
Using Income Multipliers			
Direct Capitalization With Overall Rate Extracted from Market			
With Overall Rate Derived by Band of Investment Method			
Using Residual Techniques			
Discounted Cash Flow Analysis (Yield Capitalization)			
Forecasting Cash Flows & Reversion			
Valuation w/Basic DCF Formula Using Overall Yield (Discount) Rate			
Valuation Using Various Yield Capitalization Formulas/Income Stream			
Mortgage & Equity Concepts & Analysis (including Ellwood & Akerson Methods)			
Valuation Using Equity Capitalization Rate DCF Using Equity Rate			
Deriving Yield Rates by Extraction & Buildup Method			
Site Valuation (Including Subdivision Development			
Analysis)			
Sales Comparison Approach (Income Property Appraising)			
Cost Approach (Income Property Appraising)			

Reconciliation Process (Income Property Appraisi	ng)			
Valuation of Lease Interests (Lease Analysis)				
Applied Income Property Valuation/Income Property Case Studies	erty			
UCIAR Form Preparation				
Narrative Income Property Appraisal Report Prepa	aration			
Other (Specify Topics)				
EXAMINATION (ENTER HOURS ALLOTTED ON	LY)			
TOTAL CLASSROOM HOURS				
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Section 3. Uniform Standards of Professional Appraisal Practice (USPAP)				
Preamble, Ethics Provision, Competency Provision Departure Provision, Jurisdictional Exception & Definitions	n,			
Standard 1 (and Statements on Standards 1)				
Standard 2 (and Statements on Standards 2)				
Standard 3 (and Statements on Standards 3)				
Standards 4-10 (and Statements on Standards 4-	-10)			
EXAMINATION (ENTER HOURS ALLOTED ONL	Y			
TOTAL CLASSROOM HOURS				
I declare that the foregoing information and and correct and that I have answered each q purpose of evasion or mental reservation.				
	(Signat	ure)		
	(Title)			
	(Date)			
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INSTRUCTOR APPLICATION

INSTRUCTOR APPROVAL REQUESTED FOR: Pre-License Instructor							
	Continuing Education						
			Initial Su	ıbmission		Renewal	
1.	PROOF OF QUA	ALIFICATI	ON MUST BE	E ATTACHE	ED. All ap	plications must be acc	ompanied by a full
	resume/bio.						
2.	2. Name of Instructor:						
	Mailing Address	s:					
3.	Home Phone:			Business:		Fax	:
4.	Name and addre	ess of sch	ool/organiza	tion for wh	nom you w	vill instruct:	
5.	_	_	_		_	nt by Instructor/Candi	
	Title:						
	Which portions	to be tau	ght by Instru	ctor/Cand	lidate:		
	Hours:						
	Continuing Edu	cation: _			Pre -L	icensing	
6.	Has the instruct	tor/candi	date ever bee	n refused	approval o	or a license to teach, or	has such approval
	or license been s	suspende	d, revoked or	subject to	disciple?	Yes No.	If "Yes" attach
	explanation.						
7.	Has the instructo	or/candid	late ever beer	n subject t	o disciplin	ary action by the Real	Estate Commission
	or the Commission	on of App	raisers?	Yes	No. If	"Yes", attach explanat	cion.
8.	EDUCATION:						
	SCHOOL	F	ROM	Т	0	DEGREE EARNED	SUBJECT MATTER
		МО	YR	МО	YR		

a	TEACHING	EXPERIENCE:
IJ.	TEACHING	EAFERIENCE.

SCHOOL	F	ROM	T	O	SUBJECT(S)	ACCRE	DITED
					TAUGHT	INSTIT	UTION
	МО	YR	МО	YR		YES	NO
							,

10. REAL ESTATE APPRAISAL EXPERIENCE:

EMPLOYING	JOB	SUPERVISOR/	FRO	OM	Т	O
COMPANY	DESCRIPTION	MANAGER	MO	TO	MO	TO

11. I hereby affirm and swear that the information submitted with this application is true and accura and that no willful omissions have been made.				
Signature of Appraisar Education Administrator	Data			
Signature of Appraiser Education Administrator	Date			

Submit Application To:

Kentucky Real Estate Appraisers Board 2480 Fortune Drive, Ste. 120 Lexington, KY 40509 (859) 543-8943

Fax: (859) 543-0028 Web site: kreab.ky.gov

PROPOSAL FOR OFFERING APPRAISAL COURSES

All parties interest in obtaining approval for their courses from the Kentucky Real Estate Appraisers Board must submit the enclosed application, instructor qualifications, and other information requested. A separate application must be completed for each course submitted for approval. (The application may be copied).

Per KRS Chapter 31, 165A.310, the Kentucky State Board of Proprietary Education must license your organization. This does not apply to accredited colleges, universities or providers only offering continuing education courses. This is a requirement of the State of Kentucky and their approval as well as the Boards' must be obtained before classes may begin. Applications may be obtained by contacting:

State Board of Proprietary Education P.O. Box 1360 Frankfort, KY 40602 (502) 564-3296

COURSES FOR CERTIFICATION OR LICENSURE

A fee of one hundred (\$100) dollars per course application must also be attached. Payment should be made by check or money order and made payable to the Kentucky Real Estate Appraisers Board.

The courses must be at least 15 hours in length with the individual successfully completing an examination at the end of the course. The education provided must include coverage of the following topics.

- A. Influences on Real Estate Value
- B. Legal Considerations in Appraisal
- C. Types of Value
- D. Economic Principles
- E. Real Estate Markets & Analysis
- F. Valuation Process
- G. Property Description
- H. Highest and Best Use Analysis
- I. Appraisal Statistical Concepts
- J. Sales Comparison Approach
- K. Site Value
- L. Cost Approach
- M. Income Approach
- N. Valuation of Partial Interests
- O. Appraisal Standards and Ethics
- P. Narrative Report Writing (Certified Classifications)

COURSES FOR CONTINUING EDUCATION

Continuing education courses may also be submitted at this time. These courses must be at least 2 hours in length. The purpose of the continuing education is to ensure that the appraiser attending such a program maintains or increases their skills and knowledge of the appraisal profession. A fee of fifty (\$50) dollars per course must be submitted along with this application. Payment should be made payable to Kentucky Real Estate Appraisers Board. A separate application must be submitted for each course.

The education must include coverage of the following topics:

- A. Ad Valorem Taxation
- B. Business courses related to practice of real estate appraisal
- C. Construction Estimating
- D. Ethics & Standards of Professional Practice
- E. Land Use Planning, Zoning & Taxation
- F. Property Development
- G. Real Estate Appraisal (Valuations/Evaluations)
- H. Real Estate Litigation
- I. Real Estate Financing & Investment
- J. Real Estate Appraisal Related Computer Applications

CRITERIA FOR COURSE PROPOSAL MUST INCLUDE ALL OF THE FOLLOWING:

- A. Complete application
- B. Course outline (include name of text materials to be used)
- C. Instruction qualifications (include education background, appraisal experience and experience as an instructor)
- D. Specify if course(s) are to be approved for qualifying education, continuing education or both
- E. Explain provisions for course test (does not apply to continuing education courses)
- F. Location(s) where training will be offered

The proposals will be reviewed by the Board at its regular monthly meeting and a notice of approval or rejection will be sent.

If you have any questions, please contact the Board at (859) 543-8943 or you can email the Board at Angie.Thomas@ky.gov

APPRAISAL EDUCATION QUALIFYING AND CONTINUING EDUCATION COURSE ROSTER

COURSE TITLE:						
COURSE LIC./CODE NO.: APPROVED CREDIT HOURS:						
COURSE SPONSOR:						
LICENSE NO. (If any):						
COURSE LOCATION (city/s	tate):					
COURSE DATES: FROM:	ТО:					
INSTRUCTOR'S NAME:						
STUDENT'S NAME/ADDRESS	SOCIAL SECURITY NUMBER	STATE LICENSE NUMBER				
(Signature)		<u></u>				